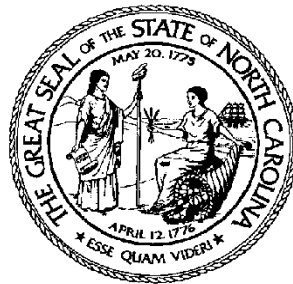


RECORDS RETENTION AND DISPOSITION SCHEDULE

COUNTY VETERANS SERVICES



Issued By:

North Carolina Department of Cultural Resources
Division of Historical Resources
Archives and Records Section
Government Records Branch

November 1, 2004

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**County Veterans Services
Records Retention Schedule**

The records retention and disposition schedule and retention periods governing the records series listed herein are hereby approved. In accordance with the provision of Chapter 121 and 132 of the General Statutes of North Carolina, it is agreed that the records do not and will not have further use or value for official business, research, or reference purposes after the respective retention periods specified herein and are authorized to be destroyed or otherwise disposed of by the agency or official having custody of them without further reference to or approval of either party to this agreement. It is further agreed that these records may not be destroyed prior to the time periods stated; however, for sufficient reason they may be retained for longer periods. This schedule is to remain in effect from the date of approval until it is reviewed and updated.

APPROVAL RECOMMENDED

County Veterans Services Officer


David Brook, Director
Division of Historical Resources

APPROVED

Chairman, Bd. County Commissioners


Lisbeth C. Evans, Secretary
Department of Cultural Resources

November 1, 2004

ABOUT THIS PUBLIC RECORDS SCHEDULE

This records schedule identifies and provides retention and disposition instructions for many records that are produced and maintained by County Veterans Services offices. These records are defined under Chapter 132 of the *General Statutes of North Carolina* as “public records.” Chapter 121-5 mandates that these public records may be disposed of only in accordance with an official records retention schedule. Such schedules are written by the North Carolina Department of Cultural Resources in cooperation with the agency or governing body and include the official approval of these bodies, as required by law, for records disposition actions.

INTERNET ACCESS TO PUBLIC RECORDS INFORMATION. The Government Records Branch offers valuable information on the Internet at its Web site, which may be accessed at the following address:

<http://www.ah.dcr.state.nc.us/sections/archives/rec/default.htm>

Local government agencies are encouraged to reference the site and its links to other data. The Web site offers much of the introductory information and many of the forms contained in this schedule, the full texts of G.S. §121 and §132, and contact information for the Government Records Branch.

WHAT THE SCHEDULE IS. This schedule contains a listing and brief description of the records maintained by county veterans services offices and identifies the minimum period of time each record series shall be retained. Copies of this schedule can be obtained either by contacting the Government Records Branch or from our Web site listed above. Records normally should be disposed of at the end of the stated retention period. In effect, the schedule provides a comprehensive records disposition plan which, when followed, ensures compliance with G.S. §121 and §132. All provisions of this schedule remain in effect until the schedule is officially amended or superseded. Errors and omissions do not invalidate this schedule as a whole or render it obsolete. As long as the schedule remains in effect, destruction or disposal of records in accordance with its provisions shall be deemed to meet the provisions of G.S. §121-5(b) and be evidence of compliance of state law. **In the event that a legal requirement, statute, local ordinance, or federal program requires that a record be kept longer than specified in this schedule, the longer retention period shall be applied. All questions concerning the legal requirements for retaining a record should be referred to the governing board's legal counsel or State Attorney General's Office.**

PUBLIC RECORDS DEFINED. G.S. §132-1 states:

“Public record” or “public records” shall mean all documents, papers, letters, maps, books, photographs, films, sound recordings, magnetic or other tapes, electronic data-processing records, artifacts, or other documentary material, regardless of physical form or characteristics, made or received pursuant to law or ordinance in connection with the transaction or public business by any agency of North Carolina government or its subdivisions. Agency of North Carolina government or its subdivisions shall mean and include every public office, public officer or official (State or local, elected or appointed), institution, board, commission, bureau, council, department, authority or other unit of government of the state or of any county, unit, special district or other political subdivision of government.

NOT ALL PUBLIC RECORDS ARE OPEN TO THE PUBLIC. Public records belong to the people. However, not all official public records are open to the public. Many records are protected from general access or casual reference by federal or state laws, or by legal precedent and can be seen only by court order. Therefore, even though G.S. §132-6 and §132-9 provide for public access to most records, certain records should be considered confidential in order to protect the privacy rights of agency personnel and the public. It is the responsibility of each records custodian to be familiar with G.S. §153A-98, agency policy, and all other pertinent state and federal legislation and regulations in order to ensure the proper protection of restricted information. If in doubt, consult the Division of Historical Resources or your board's attorney.

NOT ALL OFFICIAL RECORDS ARE PUBLIC RECORDS.

Certain provisions in the General Statutes remove specific records from the category of “public records” as defined by G.S. §132-1. It is important to note that the only records which are not public records, are those individually described in law. Certain records series on this records retention and disposition schedule are excluded from the definition of

public records, and are marked as exceptions in the “Citation” column. For these series, the disposition instructions are only recommendations, and are not binding.

Unless otherwise specified, official records which are not public records are also exempt from the public inspection requirements outlined by G.S. §132-6.

ELECTRONIC RECORDS. Electronic records are becoming an increasingly important part of government work. Word processing on desktop computers means that most office workers are directly responsible for the creation, distribution, and filing of records. Database management systems are used to streamline services. Electronic mail and the World Wide Web are used to keep communication and publishing costs down.

G.S. §132-1(a) defines “ ‘Public record’ or ‘public records’ shall mean all . . . documentary material, *regardless of physical form or characteristics.*” Electronic records are subject to the same public access, personal privacy, audit, and authenticity requirements as the paper records that preceded them. Custodians are still responsible for the accuracy, completeness, authenticity, security, retention, and preservation of their records. The Division has published the *North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems*, which discusses these issues at greater length. Copies can be obtained from our Web site.

ELECTRONIC MAIL. E-mail systems create records that must be identified, categorized, and appraised for specific values. Under North Carolina’s Public Records Act (chapter 132 of the General Statutes of North Carolina), the e-mail content is subject to the same access and inspection conditions as other records, unless exempted from access by another statute. Privacy considerations, records retention scheduling requirements, and other laws and regulations also apply to e-mail content.

Agencies and local governments retain e-mail messages to satisfy agency needs, record-keeping requirements and to comply with the law. Retention and record-keeping responsibilities often are delegated to individual users (senders/receivers). Government employees face this challenge of managing e-mail, particularly those who make it an important part of their work. The Division has published *E-Mail as a Public Record in North Carolina: Guidelines for its Retention and Disposition*, which is available from our Web site.

INDEXING ELECTRONIC RECORDS. G.S. §132-6 requires that all public databases be indexed. To assist local government agencies in this process, the division has published *Public Database Indexing Guidelines and Recommendations*. Copies can be obtained from our Web site.

CHANGING THE SCHEDULE. You may request an addition, deletion, or change in a retention period by completing and sending a “Request for Change in Records Schedule” (see page 36) to the Division of Historical Resources. See the instructions on the form for more information.

EARLY DISPOSAL OR DISPOSAL OF UNSCHEDULED RECORDS. Custodians desiring to dispose of records earlier than specified in this schedule, or to dispose of records not listed in the schedule, may use the form “Request and Approval of Unscheduled Records Disposal” (see page 37) to obtain the concurrence of the Department of Cultural Resources. Permission must also be obtained from the agencies governing board, and recorded in its minutes.

HISTORICAL VALUE. Before preparing to dispose of certain records, their potential historical research value should be considered. Selected records might have enduring value because they document the origin, organization, development and functions of an agency. Likewise, some records have enduring value as sources of information on persons, places, subjects, events and transactions. These records provide evidence of the interactions between citizens and local government agencies. Several record series which may have such value are identified in this schedule and assistance in determining historical or archival value is available upon request.

PERMANENT RECORDS. Records scheduled for permanent preservation, even after being microfilmed, may not be destroyed without specific written permission of the Department of Cultural Resources.

PROTECTING PUBLIC RECORDS. Public records are public property. They should remain in the care of the governmental agency in which they were created or collected in the course of public business. Public records should be disposed of only when, and as specified, in this records schedule.

ASSISTANCE WITH INTERPRETATION AND APPLICATION OF THE PROVISIONS OF THIS SCHEDULE. The Government Records Branch provides a variety of records management services to local government agencies, including the interpretation and use of this retention and disposition schedule. Records analysts are available to assist by telephone and e-mail. Analysts make site visits to local government offices, as requested.

The Raleigh office can be reached at (919) 807-7350, or at records@ncmail.net.

The Western Office, located in Asheville, can be reached at (828) 274-6789.

DESTRUCTION OF PUBLIC RECORDS

1. **AUTHORIZED PROCEDURES.** North Carolina General Statutes §121-5(b) and §132-3(a) prohibit the destruction of public records in any format without the prior authorization of the Department of Cultural Resources. One of the following procedures shall be followed prior to the destruction of public records.
 - a) Records listed in this schedule, or added later by amendment, may be destroyed after the specified retention periods without further approval of the Department of Cultural Resources or the governing body, provided the following conditions are met:
 - (1) The Director, Division of Historical Resources, and Secretary, Department of Cultural Resources, have certified that such records in the retention and disposition schedule have no further use or value for research or reference by signing the agreement of this schedule.
 - (2) The agency's governing body has authorized the records listed herein for destruction to be destroyed by blanket approval of this retention and disposition schedule.
 - (3) The Chairman of the Board of County Commissioners has indicated the governing body's approval by signing the same agreement of this schedule.
 - (4) The agency's governing body has entered this approval along with a copy of the schedule in the governing board minutes, or as an attachment to the minutes.
 - b) One-time destruction of an accumulation of an unscheduled or a discontinued record series should be referred to the Department of Cultural Resources and the governing body for authorization.

This records retention and disposition schedule may be altered to permit the further destruction of unscheduled records only after consultation with the Government Records Branch.

2. **DESTRUCTION OF ORIGINAL RECORDS THAT HAVE BEEN DUPLICATED.** Under certain conditions, duplicates of records may be used in place of the originals. Duplicates include (but are not limited to): microfilm of paper or electronic records, scanned paper records, and printouts of electronic records.

For the original records to qualify for potential destruction, the corresponding duplicates must be created in the normal course of business and must be retained for the full period of time listed in the disposition instructions.

Records scheduled as permanent may be duplicated. The original records, however, may not be destroyed without prior consent of the Department of Cultural Resources. This records schedule does not constitute such consent.

Unlike a xerographic reproduction of paper records, a printout of an electronic record may lose valuable information describing its content, context, and structure. This metadata is a key element of an electronic record. Therefore, records custodians are cautioned not to assume that a printout contains all of the information the original electronic record does.

Records duplicated through digital imaging or other conversion to computer or digital environments must be supported by convincing, documented evidence that the electronic records were created, reproduced, and otherwise managed in accordance with systems and procedures designed to ensure the reliability, accuracy, and security of both the records and the process or system used to produce the records. Provisions must also be made to ensure the records' accessibility throughout their retention period, including any required migration, recopying, or conversion. Prior to destroying scanned paper records, correspondence using the form "Request for Disposal of Original Records Duplicated by Electronic Means" (see page 38) should be submitted to the Government Records Branch. Upon receiving authorization paper records scanned into digital environments may be destroyed.

To assist local government agencies, the Division of Historical Resources has published guidelines for establishing methods and procedures in the duplication of original records. Copies of *Micrographics: Technical and Legal Procedures* and the *North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems* can be obtained from our Web site.

3. **DESTRUCTION OF ELECTRONIC RECORDS.** Careful attention must be paid to the destruction of electronic records. When computers are disposed of, hard drives must be carefully and thoroughly erased or destroyed. Tapes, disks, and other recording media should be physically destroyed. Simple erasure or destruction of a disk's index file is insufficient to destroy the actual data recorded on the disk.

High-capacity storage media, such as CD-ROMs or optical media, may contain records of differing retention requirements. It is important that those records that must be retained for longer periods continue to be accessible.

There are two options:

- a) Recopy the longer-retention records onto a separate tape or disk and destroy the original.
 - b) Retain the entire tape or disk as long as required for the longest-term record.
4. **METHODS OF DESTRUCTION.** Local government records provide documentation of the actions and processes of government at its most direct level. These records should remain in the custody and control of the agency that created them or received them pursuant to law until such time as they are eligible for disposition. When authorized by an approved records retention and disposition schedule, records should be destroyed in one of the following ways:

- a) burned, unless prohibited by local ordinance.
- b) shredded, or torn up so as to destroy the record content of the documents or material concerned
- c) placed in acid vats so as to reduce the paper to pulp and to terminate the existence of the documents or materials concerned
- d) buried under such conditions that the record nature of the documents or materials will be terminated
- e) sold as waste paper, provided that the purchaser agrees in writing that the documents or materials concerned will not be resold as documents or records

— N.C. Administrative Code, Title 7, Chapter 4, Subchapter M, Section .0510

Confidential records should be destroyed in a secure manner.

5. **DISPOSITION OF RECORDS NOT AUTHORIZED FOR DESTRUCTION BY THIS SCHEDULE.** Custodians with records not authorized for destruction or other disposition by this schedule may discard these records by following one of the procedures listed below:

- a) Submit correspondence using the form "Request and Approval of Unscheduled Records Disposal" (see page 46) to the Government Records Branch.
- b) Custodians with records no longer in current use that are identified as permanent and not authorized for destruction by this schedule, or with paper records that have been microfilmed, are authorized and empowered to turn over such records to the Department of Cultural Resources. The Department of Cultural Resources is authorized, at its discretion, to accept custody of those records, providing it has adequate space and staff in the State Archives. A written offer of the records should be made to the Assistant State Records Administrator, Government Records Branch, 4615 Mail Service Center, Raleigh, North Carolina 27699-4615.

DISASTER ASSISTANCE IS AVAILABLE

Throughout our state's history, county and municipal records have been vulnerable to man-made and natural disasters. Even with modern facilities and improved security and protective measures, public records are still susceptible to fire and water damage, and several disasters involving public records have occurred in this state during recent years. One of the most common forms of disaster has been a fire (usually at night or during a weekend). In those instances, valuable and often irreplaceable records that escaped the flames were ruined by water and mud resulting from fire fighting. In most cases, records that were irreparably damaged might have been saved if state and local officials had known what to do with damaged records and acted promptly.

In order to help state, county, and municipal agencies cope with fires, floods, and other disasters involving records, the North Carolina Division of Historical Resources has formed a Disaster Response Team. Upon request, members of this team will advise local officials on the retrieval of damaged records. When possible, they will also provide further assistance upon request.

WHAT SHOULD YOU DO WHEN A DISASTER OCCURS? The first and most important step to take is to secure the area containing the damaged records as soon as possible. Until fire fighters or other safety personnel confirm the safety of the area, no one should enter the facility. Then notify the Division of Historical Resources at (919) 807-7350 immediately. [During nights or weekends, call your local emergency management office.] In the case of water-damaged records, the first step is to ventilate the area as much as possible to minimize the growth of mold and facilitate later records-salvage efforts.

Finally, and most important—**NO ONE SHOULD REMOVE OR ATTEMPT TO CLEAN RECORDS.** Damaged records are fragile, and attempts to move or clean them may cause unnecessary destruction. Only trained personnel should direct the recovery of the damaged records.

Information about disaster response is available on the Division of Historical Resources' Internet Web site at:
<http://www.ah.dcr.state.nc.us>

RECORDS MANAGEMENT WORKSHOPS

Staff training helps to make a good agency records management program better. The records management workshops listed below are available to all governmental agencies and can be presented at your office. They are also available at periodic intervals in the State Records Center building in Raleigh.

An agency outside the Raleigh area may request that a workshop be held on its premises by contacting the Government Records Branch. These workshops can be offered in combination, or otherwise tailored to specific issues or needs in your office. Although fifteen is an optimal number of participants for workshops, they are provided for any interested agency personnel.

SCANNING AND MICROFILMING PUBLIC RECORDS. This workshop covers scanning and microfilming fundamentals. We provide a series of steps to use in planning a scanning project, discuss resource allocation issues, and describe potential pitfalls in the process. A basic review of records management and public records law is provided.

The workshop presents principles for both microfilming and scanning, state technical standards and procedures to ensure the legal admissibility of microforms and scanned records, and systems and equipment. Also included are the advantages and limitations of the two processes; quality control procedures; suggested specifications for vendor services; state technical standards for in-house operations or vendor services; and choosing and implementing a scanning, microfilming, or hybrid system.

State, county, and municipal government agencies with existing in-house systems, staff who perform or supervise source document microfilming or scanning, and those interested in developing or maintaining micrographic or scanning systems would benefit from this training course.

This is normally a full-day workshop, but it can be shortened for presentation outside of our classroom.

MANAGING PUBLIC RECORDS. Management methods and procedures for controlling active and inactive records in state, county, and municipal government offices through the use of records retention and disposition schedules are presented in the workshop. Included in the training session are pertinent laws, protecting essential records, determining historical and other record values, disposition procedures, and the relationship of disposition to other records management activities.

FILES AND FILING. Step-by-step procedures for organizing and maintaining subject files in an efficient, easy-to-use system are presented in this workshop. The workshop includes: ordering and using the correct supplies; organizing files by their function; color coding files to increase retrieval speed and reduce misfiles; a single-point reference system with everything about a particular case, subject, person, or location in one folder (case filing); eliminating "General" and "Miscellaneous" files; and creating a filing system through which anyone can locate a folder.

MANAGING ELECTRONIC PUBLIC RECORDS. Electronic files in state, county, and municipal agencies include records stored in desktop computers, network servers, and computer "archives." The workshop covers public access to electronic files; legal acceptance of electronic records; managing, storing, and retrieving electronic records; electronic mail; security of electronic files; and system backups.

MICROFILM

ADVANTAGES. Microfilm is an economical and practical means of preserving a security copy of essential records, and it can be used by government agencies to eliminate the problem of excess paper.

LEGAL AUTHORITY AND ACCEPTANCE. Legal authority for microfilming county records is contained in G.S. §153A-436. This statute provides that the method of reproduction must give legible and permanent copies and that the reproduction of the public records must be kept in a fire-resistant file, vault, or similar container.

G.S. §8-45 and §153A-436 provide that microfilm copies of public records shall be admissible as evidence in any judicial or administrative proceeding.

To ensure uniformity and legal acceptability in microfilmed records, certain forms, targets, and procedures should be used when microfilming public records. The Division of Historical Resources has published *Micrographics: Technical and Legal Procedures* to aid state, county, and municipal agencies in producing good-quality microfilm that meets all legal requirements.

TECHNICAL STANDARDS. Specific technical standards are required to assure quality microforms that are readily reproducible and, where necessary, capable of permanent preservation. There are four basic groups of standards that establish criteria for microfilm to be of archival or permanent quality: standards for the manufacture of raw film, standards affecting the method of filming in order to produce good overall results, standards involved in processing (developing) microfilm, and standards for the storage of processed microfilm. Those standards are listed and explained in the Division of Historical Resources's publication *Micrographics: Technical and Legal Procedures*. The standards were compiled from national associations such as the American National Standards Institute (ANSI) and the Association for Information and Image Management (AIIM).

SCANNING RECORDS. For guidance on implementing or maintaining a scanning system, contact the Government Records Branch.

MICROFILMING SERVICES AVAILABLE. The Division of Historical Resources offers microfilming of minutes and other selected permanent records. An appointment to microfilm the records is necessary and may be made by calling (919) 807-7350. The silver original reel is stored for security in the State Archives' environmentally controlled vault. Duplicate reels may be obtained from the Government Records Branch for a small fee.

Micrographic feasibility studies are provided, on request, to help agencies determine the most cost-effective micrographic system to meet their needs. Evaluations of existing micrographic applications are performed to ensure that microfilm meets state technical standards and is of archival quality.

Agencies microfilming their own *permanent* records should send the silver (camera) film to the Division of Historical Resources for storage in the vault. Duplicate film can be used in the office as the working copy.

PUBLIC RECORDS WITH SHORT-TERM VALUE

GUIDELINES FOR THEIR RETENTION AND DISPOSITION

According to North Carolina General Statutes §121 and §132, every document, paper, letter, map, book, photograph, film, sound recording, magnetic or other tape, electronic data processing record, artifact, or other documentary material, regardless of physical form or characteristic, made or received in connection with the transaction of public business by any state, county, municipal agency, or other political subdivision of government is considered a public record and may not be disposed of, erased, or destroyed without specific guidance from the Department of Cultural Resources. The Department of Cultural Resources recognizes that many records exist that may have very short-term value to the creating agency. These guidelines, along with any approved program records retention and disposition schedule, are intended to authorize the expeditious disposal of records possessing only brief administrative, fiscal, legal, research, or reference value, in order to enhance the efficient management of public records. Examples of those records include:

- facsimile cover sheets containing only transmittal (“to” and “from”) information, or information that does not add significance to the transmitted material
- routing slips or other records that transmit attachments
- reservations and confirmations
- personal messages (including electronic mail) not related to official business
- preliminary or rough drafts containing no significant information that is not also contained in the final drafts of the records
- documents downloaded from the World Wide Web or by file transfer protocol not used in the transaction of business
- records that do not contain information necessary to conduct official business, meet statutory obligations, carry out administrative functions, or meet organizational objectives

The records described above may be destroyed or otherwise disposed of when their reference value ends.

These guidelines are not intended to serve as authorization to destroy or otherwise dispose of unscheduled records. They are intended to complement the use of an approved records retention and disposition schedule for the creating government or agency, not replace or supersede it. Should a creating government or governmental agency lack an approved records retention and disposition schedule, it may not destroy or otherwise dispose of any records in its custody, whether in electronic, paper, or other format (including electronic mail) until it receives approval of its “Request and Approval of Unscheduled Records Disposal” (see page 37). Such offices should contact the Government Records Branch of the Division of Historical Resources for assistance in creating a schedule.

While records of short-term value may be discarded as described above, all public employees should be familiar with specific records retention and disposition schedules and applicable guidelines for their office and the public records law (G.S. §132). When in doubt about whether a record has short-term value, or whether it has special significance or importance, retain the record in question.

STANDARD-1. ADMINISTRATION AND MANAGEMENT RECORDS

Official records pertaining to the authority, operating philosophy, methods, primary functions, and routine office administration of the agency.

<i>ITEM #</i>	<i>STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
1.	ACCIDENT/INCIDENT REPORTS (CUSTOMER AND EMPLOYEE)	a) Transfer records resulting in workers' compensation to Workers' Compensation Program Claims File item 62, page 29. b) Destroy in office remaining employee claims 3 years after settlement or denial of claim.* c) Destroy in office non-employee accident reports 3 years after settlement or denial of claim.* d) Destroy in office reports that do not result in claims or official action after 3 years.	See also Workers' Compensation Program Claims File in Standard-4, Personnel Records. See also Workers' Compensation Litigation File in Standard-3, Legal Records, if report results in legal action.
2.	ADMINISTRATIVE DIRECTIVES, POLICIES, PROCEDURES, REGULATIONS, RULES	a) Retain official copy permanently. b) Destroy in office remaining copies 3 years after superseded.	
3.	AGENDA/MEETING PACKETS FILE Includes agendas and copies of supporting documentation submitted and discussed during meetings of public bodies.	Destroy in office when administrative value ends. See also MINUTES AND ATTACHMENTS (STAFF MEETINGS) item 31, page 6.	
4.	ASSOCIATIONS AND ORGANIZATIONS FILE Documentation related to associations, organizations, groups, etc., which have some form of association or relationship with the agency.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.	
5.	AUDIO AND VIDEO RECORDING OF MEETINGS	Destroy in office after approval of official written minutes.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.	BLUEPRINTS AND SPECIFICATIONS Blueprints and specifications of agency owned buildings and facilities. Includes as-built plans and related documentation concerning approved changes.	Retain for life of structure.	Comply with applicable provisions of G.S. §132-1.7 regarding the confidentiality of blueprints.
7.	BULLETINS	Destroy in office when administrative value ends.	
8.	CALENDARS OF EVENTS AND APPOINTMENTS	Destroy in office when superseded or obsolete.	
9.	CITIZEN COMPLAINTS AND SERVICE REQUESTS Communications conveying objections, dissatisfaction or disagreements with actions or positions taken or not taken by the agency. Also includes documentation of routine requests for service or information and petition with no legal affect.	Destroy in office 1 years after resolution.*	
10.	CONFERENCES AND WORKSHOPS FILE Record concerning conferences and workshops conducted or attended by county employees.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends. See also EMPLOYEE TRAINING AND EDUCATIONAL RECORDS item 27, page 24.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.	CORRESPONDENCE AND MEMORANDA	a) Retain records with historical value permanently. b) Destroy routine administrative correspondence and memoranda when administrative value ends. c) Destroy in office remaining records after 3 years. See also Public Records with Short Term Value page x. For information on handling electronic mail, See Electronic Mail section page iii.	
12.	EQUIPMENT AND PROPERTY INVENTORIES Inventories of fixed assets describing the type of property or equipment, its location and related information.	Destroy in office when superseded or obsolete.	
13.	EMERGENCY MANAGEMENT (DISASTER) PLANS Records concerning evacuations, disaster preparedness and operations in the event of a disaster (fire, flood, etc.).	Destroy in office when superseded or obsolete.	
14.	EQUIPMENT AND VEHICLE REFERENCE FILE Includes operation, specification and technical manuals, brochures, bulletins and related documentation.	Destroy in office when superseded, obsolete or asset is no longer owned.	
15.	EQUIPMENT MAINTENANCE, REPAIR AND INSPECTION RECORDS Records documenting the maintenance, repair and inspection of agency owned facilities.	a) Destroy in office after 1 year records documenting routine inspections, janitorial cleaning and maintenance of equipment. b) Retain for life of equipment records documenting all other equipment maintenance and repairs.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
16.	EQUIPMENT, FACILITY AND VEHICLE USAGE RECORDS Records documenting the assignment, request and usage of agency assets. Includes mileage and check out logs, fuel consumption reports, facility reservation requests, authorizations and similar records relating to the assignment and use of agency owned property.	a) Destroy in office after 3 years if records are used for allocating costs or determining payment under rental or lease agreements.* b) Destroy in office remaining records after 1 year.	
17.	FACILITY ACCESSIBILITY FILE Records document compliance with the Americans with Disabilities Act (ADA). Include survey of county buildings to determine accessibility to the physically handicapped, federal regulations, proposals for implementing the act, correspondence, resolutions, and solutions to access problems.	Destroy in office after 5 years.*	29 CFR 1602 (1992).
18.	FACILITY MAINTENANCE, REPAIR AND INSPECTION RECORDS Records documenting the maintenance, repair and inspection of agency owned facilities.	a) Destroy in office after 1 year records documenting routine inspections, janitorial cleaning and maintenance of facilities. b) Destroy records documenting all other facility maintenance, repair and inspection (including plumbing, electrical, fire and other systems) in office after 3 years.	
19.	FUND DRIVE AND EVENT RECORDS Records documenting the promotion and organization of fund drives and other special events in which the agency participated.	a) Retain records with historical value permanently. b) Destroy in office remaining records after 1 year.	
20.	GOALS AND OBJECTIVES	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
21.	GRANT CONTRACT APPEALS CASES	Destroy in office 10 years after final action or decision.*	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
22.	GRANT PROPOSALS	a) Transfer records concerning approved grants to GRANTS FILE item 23, page 5 if approved. b) Destroy in office rejected or withdrawn grant proposals when reference value ends.	
23.	GRANTS FILE Records concerning approved federal, state, and private grants. Includes applications and all relevant programmatic records.	a) Destroy in office records relating to specific non-continuing grants 3 years after grant is closed and released from audit. b) Destroy in office yearly records relating to specific continuing grants 3 years after annual financial report is filed. c) Destroy in office records not relating to a specific grant or to grants not funded after 1 year. See also GRANTS: FINANCIAL RECORDS item 28, page 12.	
24.	HEALTH AND SAFETY FILE Records concerning agency safety measures. Includes reports, logs and similar records documenting health and safety inspections of agency facilities.	Destroy in office when superseded or obsolete.	
25.	HISTORIES FILE (AGENCY AND EMPLOYEES) Published and unpublished histories of the agency, its departments and employees. May include documentation such as photographs, articles appearing in newspapers or other publications.	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
26.	INDEX FILE	Destroy in office when reference value ends.	
27.	LEGISLATION AND REGULATORY RECORDS Notices and copies of proposed or adopted state or federal legislation or regulations affecting the agency.	Destroy in office when reference value ends.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
28.	LOST AND STOLEN PROPERTY REPORTS Includes reports of vandalism.	Destroy in office after 3 years.*	
29.	MAILING AND DISTRIBUTION RECORDS Includes mailing and meeting notification lists, Sunshine Lists and related documentation of transactions with the U.S. Postal Service or private carries.	Destroy in office when superseded, obsolete or administrative value ends, whichever occurs first.	G.S. § 142-318.12 (b) 2
30.	MANAGEMENT STUDIES	a) Retain records with historical value permanently. b) Destroy in office remaining records when superseded or obsolete.	
31.	MINUTES AND ATTACHMENTS (STAFF MEETINGS) Minutes of meetings including all referenced and attached documentation.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.	G.S. § 143-318.10(c)
32.	NOTICES OF PUBLIC MEETINGS Includes notices and regular meeting schedules.	Destroy in office when superseded, obsolete or administrative value ends, whichever occurs first.	
33.	OFFICE SECURITY RECORDS Records concerning the security of the office, its equipment, and office personnel. Includes visitor's register and security system reports.	Destroy in office after 1 year.	Comply with applicable provisions of G.S. §132-1.7 regarding the confidentiality of office security records.
34.	ORGANIZATION RECORDS Includes organizational charts, reorganization studies and similar documentation describing the arrangement and administrative structure of the agency.	a) Retain records with historical value permanently. b) Destroy in office all other copies when superseded or obsolete.	
35.	PARKING FILE Records concerning staff parking assignments.	Destroy in office when superseded or obsolete.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
36.	PLANNING AND DEVELOPMENT FILE Records documenting the formulation, planning and adoption of policies, procedures and functions of the agency and its departments.	a) Retain record with historical value permanently. b) Destroy in office remaining records when administrative value ends.	
37.	PRINTING REQUESTS	Destroy in office when reference value ends.	
38.	PROJECTS FILE Includes project correspondence, final reports, specifications, notices to proceed, cost estimates, change orders, performance and payment bonds and similar documentation.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.	
39.	PROPERTY AND EQUIPMENT INVENTORIES Inventories describing the type of property or equipment, its location and related information.	Destroy in office when superseded or obsolete.	
40.	PUBLICATIONS RECEIVED	Destroy in office when reference value ends.	
41.	PUBLIC HEARING RECORDS Includes agendas, minutes, notices, speaker sign up sheets and similar documentation.	a) Retain minutes permanently. b) Destroy in office remaining records when administrative value ends.	
42.	RECORDS MANAGEMENT FILE Includes correspondence with state and federal agencies, records disposition documentation and copies of records retention and disposition schedules.	a) Retain documentation concerning the final disposition of records permanently. b) Destroy in office remaining records when superseded, obsolete or administrative value ends, whichever occurs first.	
43.	REFERENCE (READING) FILE Subject files containing informational copies of records organized by areas of interest.	Destroy in office when reference value ends.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

<i>ITEM #</i>	<i>STANDARD-1: ADMINISTRATION AND MANAGEMENT RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
44.	REPORTS (INTERNAL ADMINISTRATION)	a) Retain in office 1 copy of biennial and annual reports permanently. b) Destroy in office all other reports when administrative value ends.	
45.	REQUISITIONS FILE Requests for parts and inventory items.	Destroy in office after 1 year.	
46.	RESEARCH AND STUDIES FILE (ADMINISTRATIVE) Includes feasibility studies, planning and land use studies, transportation system plans, and similar documents and supporting records with potential long-term value.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends.	
47.	SURPLUS PROPERTY FILE	Destroy in office 3 years after disposition of property.*	
48.	TELEPHONE USAGE LOGS AND REPORTS	Destroy in office when administrative value ends.	
49.	VEHICLE MAINTENANCE, REPAIR AND INSPECTION RECORDS Records documenting the maintenance, repair and inspection of agency owned facilities.	a) Destroy in office after 1 year records documenting routine inspections, janitorial cleaning and maintenance of vehicles. b) Retain for life of vehicle records documenting all other maintenance and repairs.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

STANDARD-2. BUDGET, FISCAL AND PAYROLL RECORDS

Records created and accumulated incidental to the managerial control, budgeting, disbursement, collection and accounting of the agency's budget, fiscal and payroll records.

<i>ITEM #</i>	<i>STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
1.	ACCOUNTS PAYABLE Records concerning the status of accounts in which the county owes money to firms or individuals.	Destroy in office after 3 years.*	
2.	ACCOUNTS RECEIVABLE Records concerning receivables owed and collected.	Destroy in office after 3 years.*	
3.	ACCOUNTS UNCOLLECTABLE	Destroy in office official/audit copies 3 years after account is paid, collected, or determined to be uncollectable.*	
4.	ANNUAL BUDGET Annual budget and budget message submitted to governing board for approval.	a) Retain records with historical value permanently. b) Destroy in office after 5 years.	G.S. § 159-11
5.	AUDIT REPORTS Reports and related records documenting audits conducted on departments and programs. Also includes annual audits prepared by external independent auditors verifying financial activity for the year.	a) Retain records with historical value permanently. b) Destroy in office after 3 years.	G.S. § 159-34
6.	AUTHORIZATION FORMS	Destroy in office after 3 years.*	
7.	BANK STATEMENTS, CANCELED CHECKS, DEPOSIT SLIPS, AND RECONCILIATIONS	Destroy in office after 3 years.*	

*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
8.	BIDS FOR PURCHASE Records documenting quotes to supply products and services. Includes advertisements, requests, and tabulations, bid bonds, awards letters, records of bids and related records concerning accepted and rejected bids.	Destroy in office 3 years after purchase.*	G.S. § 143 Article 8
9.	BIDS FOR DISPOSAL OF PROPERTY Records concerning the disposal of surplus property. Includes records documenting the various disposition procedures used, such as sealed bids and public auction.	Destroy in office after recording in minutes of governing board.	G.S. § 153A-176
10.	BILLING AND CLAIMS Records used as the basis for payment of bills and claims for damages made by and against the agency.	Destroy in office after 3 years after settlement.*	
11.	BUDGET RESOLUTIONS AND ORDINANCES Includes copies of budget, annual balanced budget, and project ordinances, resolutions, and amendments.	c) Retain permanently official copies in the minutes of the governing board. d) Destroy in office remaining copies when administrative value ends.	G.S. § 159-8 G.S. § 159-13 G.S. § 159-13.2 G.S. § 159-15
12.	BUDGET REQUESTS AND WORKING PAPERS Includes budget requests, cost estimates, expenditures, program requests, salary and wage lists, correspondence and related records.	Destroy in office after 3 years.*	G.S. § 159-10
13.	CASH RECEIPTS	Destroy in office after 3 years.*	
14.	CHECK STUBS Stubs for checks written on agency accounts.	a) Destroy official/audit copies after 3 years.* b) Destroy remaining records after 1 year.	
15.	CHECK REGISTER, VARIOUS FUNDS	a) Destroy computerized check registers in office after 1 year.* b) Destroy in office all other registers after 3 years.*	

*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
16.	CONTRACT BUDGET AND EXPENDITURE REPORTS	Destroy in office after 5 years.*	
17.	CREDIT CARD USE FILE	Destroy in office after 2 year.*	
18.	DAILY CASH REPORTS	Destroy in office after 1 year.*	
19.	DAILY DETAIL REPORTS	Destroy in office after 1 year.*	
20.	DAILY JOURNAL AND LEDGER ENTRY UPDATE PRINTOUTS	Destroy in office after 1 year.*	
21.	DEPOSITS	a) Destroy in office official/audit copies after 3 years.* b) Destroy in office remaining records after 1 year.	
22.	DETAIL REPORT FILE (FINANCIAL RECORDS FOR GENERAL FUND OR GENERAL LEDGER)	a) Destroy in office annual reports after 3 years. b) Destroy in office all other reports after 1 year.	
23.	DIRECT DEPOSIT APPLICATIONS/AUTHORIZATIONS	Destroy in office after 3 years.*	
24.	DISTRICT INVESTMENT RECORDS	Destroy in office after 3 years.*	
25.	EXPENDITURE REPORTS	Destroy in office after 3 years.*	
26.	FACILITY SERVICE AND MAINTENANCE AGREEMENTS	a) Destroy depreciation schedules 3 years after asset is fully depreciated or disposed. b) Destroy in office remaining records after 3 years.*	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
27.	FINANCIAL JOURNALS AND LEDGERS	a) Destroy in office after 3 years year-end summaries of receipts and disbursements. b) Destroy in office after 1 year daily, monthly or quarterly transaction detail journals and ledgers.	
28.	GRANTS: FINANCIAL RECORDS Records concerning approved federal, state, and private grants. Includes all relevant accounting, purchasing, payroll, and financial records.	a) Destroy federal grants in office after 3 years after grant is closed and when released from all audits.* b) Destroy state and private grants in office after 3 years.*	
29.	INSURANCE FILE Certificates of insurance and related records provided by insurance provides as proof of coverage.	Destroy in office 6 years from date of termination, expiration, or settlement of all claims, whichever occurs first See also BILLING AND CLAIMS FILE item 10, page 10.	
30.	INVENTORIES OF PROPERTY AND EQUIPMENT	Destroy in office when superseded or obsolete.	
31.	INVOICES	Destroy in office after 3 years.*	
32.	LOCAL GOVERNMENT COMMISSION FINANCIAL STATEMENTS	Destroy in office after 3 years.*	Comply with provisions of G.S. §159-33 and §159-33.1.
33.	LOCAL GOVERNMENT EMPLOYEES RETIREMENT SYSTEM MONTHLY REPORTS	Destroy in office after 1 year.*	
34.	MONTHLY BUDGET REPORTS	Destroy in office after 2 years.*	
35.	PAID CHECKS, BILLS AND VOUCHERS	Destroy in office after 1 years.*	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
36.	PAYROLL DEDUCTION RECORDS Records used to start, modify, or stop all voluntary or required deductions from payroll. Includes bank payments, savings plans, insurance, association dues, orders of garnishment, etc. Used as proof the employee approved of the deduction(s).	a) Destroy in office deduction authorization forms and records when superseded or obsolete. b) Destroy remaining records in office after 4 years.*	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
37.	PAYROLL AND EARNINGS RECORDS Records containing information such as the name, social security number, number of hours worked, compensation rate, deductions, and total wages paid each employee per payroll period. Includes individual and group employee earnings records and payroll registers showing earnings and deductions for each pay period.	a) Transfer records documenting personnel actions to individual's personnel jacket. b) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification. c) Destroy all remaining records in office after 4 years.*	Comply with applicable provisions of G.S. §162A-6.1 regarding confidentiality of personnel records. FICA Reg. § 316001-1 29 CFR 516.2, 516.5 29 CFR 1627.3(a)
38.	PETTY CASE RECORDS	Destroy in office after 1 year.*	
39.	PRICE QUOTATIONS	Destroy in office after 1 year.*	
40.	PROCUREMENTS AND PURCHASING	Destroy in office after 5 years.*	
41.	PURCHASE ORDERS Records, forms and attached documents used to purchase supplies, equipment, and services.	Destroy in office after 5 years.*	
42.	PURCHASING REPORTS	Destroy in office after 1 year.*	
43.	RECIPIENT CHECK AND CANCELLATION REGISTERS	Destroy in office after 3 years.*	
44.	TELEPHONE LOGS (BILLINGS)	Destroy in office after 1 year.*	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-2: BUDGET, FISCAL AND PAYROLL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
45.	TIME SHEETS, CARDS, AND ATTENDANCE RECORDS Records documenting the work hours and attendance of employees.	a) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification. a) Destroy all remaining records in office after 4 years.*	
46.	TRAVEL REIMBURSEMENTS	Destroy in office after 3 year.*	
47.	TRAVEL REQUESTS	Destroy in office after 3 year.*	
48.	VEHICLE MAINTENANCE FILE File consists of billing records.	Destroy in office when released from all audits.	
49.	VENDOR FILE Files maintained on specific vendors including accounts payable activity, Federal Tax Identification Number, name and address, correspondence and related records.	Destroy in office when superseded, obsolete or administrative value ends, whichever occurs first.	
50.	VOUCHER REGISTERS FILE, GENERAL EXPENSE AND PERSONAL SERVICE	Destroy in office after 3 years.*	
51.	VOUCHERS, VARIOUS FUNDS	Destroy in office after 3 years.*	
52.	WITHHOLDING TAX FILE Records concerning individual employee's income taxes. Includes wage and income tax reports, IRS forms W-2, W-3, W-4, 1099, and similar records of withheld federal and state income taxes.	b) Destroy in office 30 years from date of separation records used for retirement or similar benefits verification. c) Destroy all remaining records in office after 4 years.*	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

STANDARD-3. LEGAL RECORDS

Official law and legal documentation created or accumulated to substantiate the rights, obligations, or interests of the agency, its employees or clients.

<i>ITEM #</i>	<i>STANDARD-3: LEGAL RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
1.	AFFIDAVITS OF PUBLICATION Proof of publication provided by newspapers regarding publication of ordinances, public hearings, bid solicitations, payment of bills, public sales etc.	a) Retain permanently if record provides only evidence of action(s) taken. b) Destroy remaining records in office after 3 years.*	G.S. § 1 Article 50
2.	COMPLAINTS (DISCRIMINATION) Records relating to discrimination charges. Includes charges made under the Age Discrimination in Employment Act, Americans with Disability Act, Housing and Urban Development Act, and the Civil Rights Act of 1964.	a) Destroy in office 2 years after final disposition of the charge. b) Transfer to LITIGATION CASE RECORDS item 11, page 17 if legal action is taken.	
3.	CONTRACTS AND AGREEMENTS Contracts and agreements for construction, equipment, supplies, services, special programs, and projects. Includes franchise agreements.	a) Destroy construction (capital improvements) contracts 6 years after completion or termination of project.* b) Destroy all other contracts and agreements 5 years after expiration, termination, or completion.* c) Retain contracts and agreements with historical value permanently.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-3: LEGAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
4.	CORRESPONDENCE (LEGAL) Correspondence and related records documenting actions taken to recover debts, fines, penalties, and assure violations concerning solid waste, environmental health, public health, erosion control, etc., are addressed.	a) Destroy in office 3 years after resolution. b) Transfer to Litigation Case Records item 11, page 17 if legal action is taken. See also Public Records with Short Term Value page ix. For information on handling electronic mail, See Electronic Mail section page iii.	Comply with provisions of G.S. § 132-1.1(a) regarding the confidentiality of written communications by legal council.
5.	EASEMENTS AND RIGHT OF WAY AGREEMENTS Granted to and by the agency.	a) Retain originals permanently. b) Destroy copies in office when administrative value ends.	
6.	INSURANCE AND LIABILITY WAIVERS	Destroy in office 3 years from date of termination or settlement of all claims, whichever occurs first.*	
7.	INSURANCE POLICIES Records regarding accident, sickness, automobile, theft, fire, life, and all other insurance policies purchased by agency.	a) Destroy original records 6 years from date of termination or settlement of all claims, whichever occurs first.* b) Destroy copies in office when administrative value ends.	
8.	LEASES FILE	a) Destroy original records 5 years from date of termination or settlement of all claims, whichever occurs first.* b) Destroy copies in office when administrative value ends.	
9.	LEGAL OPINIONS Includes opinions rendered by counsel or the State Attorney General's Office concerning the governance and/or administration of local government.	a) Retain original records permanently. b) Destroy copies in office when administrative value ends.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-3: LEGAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
10.	LEGAL REVIEW RECORDS Includes legal reviews of by-laws and charges to boards and commissions, conflicts of interest, and all other reviews of departmental matters as requested.	a) Retain records with historical value permanently. b) Destroy in office remaining records when administrative value ends or expiration of relevant statute of limitations; whichever is longer. See also Legal Opinions item 9, page 16.	Comply with applicable provisions of G.S. §132-1.1(a) regarding the confidentiality of written communications by legal council.
11.	LITIGATION CASE RECORDS Civil suits to which the county is a party. Files may include affidavits, agreements, appeals, bills, briefs, citations, commitments, complaints, discharges, motions, notices, pleas, releases, statements, testimony, verdicts, waivers, warrants, and writs.	a) Destroy in office adjudicated cases 5 years after final settlement. <i>Retention Note: Records are retained by the Clerk of Superior Court's office in each county.</i> b) Destroy in office non-adjudicated cases (out-of-court claims) 5 years after final settlement or expiration of relevant statute of limitations; whichever is longer. c) Retain cases having precedent or historical value permanently.	Comply with applicable provisions of G.S. §132-1.1(a) regarding the confidentiality of written communications by legal council.
12.	OATHS OF OFFICE FILE Retention Note: The Clerk to the Board should present a copy of the oaths of elected officials to the Clerk of Superior Court for recording. The Clerk to the Board maintains the original oaths.	Transfer official copy to the Clerk to the Board. Destroy in office 3 years after official termination.	
13.	ORDINANCE AND RESOLUTION DEVELOPMENT RECORDS Records documenting the analysis and development of ordinances and resolutions submitted before the governing board for approval.	Destroy in office when superseded, obsolete or administrative value ends, whichever occurs first.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-3: LEGAL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
14.	OWNERSHIP RECORDS (DEEDS, TITLES) Legal documents showing ownership.	Destroy in office 1 year after county relinquishes ownership of land.*	
15.	VEHICLE TITLES	Dispose of in accordance with Division of Motor Vehicles procedures for title transfer upon disposition of vehicle.	
16.	WARRANTIES	Destroy in office 1 year after expiration of warranty.	
17.	WORKERS' COMPENSATION LITIGATION FILE	<ul style="list-style-type: none"> a) Transfer official copy to Industrial Commission when claim is filed. b) Destroy in office remaining records 1 year after claim is closed. c) Transfer to Litigation Case Records item 11, page 17 if official action is taken. 	Comply with applicable provisions of G.S. §97-24 regarding workers' compensation records. Also, comply with applicable provisions of G.S. §132-1.1 regarding confidentiality of legal correspondence.

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

STANDARD-4. PERSONNEL RECORDS

Official records and materials created and accumulated incidental to the employment, qualifications, training, and pay status of the agency's employees.

<i>ITEM #</i>	<i>STANDARD-4: PERSONNEL RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
1.	ABOLISHED POSITION FILE	Destroy in office when reference value ends.	
2.	ADDRESS FILE	Destroy in office when superseded or obsolete.	
3.	AFFIRMATIVE ACTION FILE	a) Destroy in office reports, analyses, and statistical data after 5 years. b) Destroy in office affirmative action plans 5 years from date superseded.	Per 29 CFR 30.8(e) and 676.35(b).
4.	AFFIRMATIVE ACTION PLANS	Retain per 29 CFR 1608.4.	29 CFR 1608.4
5.	APPLICATIONS, RESUMES, AND INTERVIEW RECORDS	a) Transfer records concerning individuals hired to appropriate PERSONNEL JACKET (OFFICIAL COPY) item 46, page 27 when individual accepts employment. b) Destroy unsolicited applications/resumes in office 3 years after receipt. c) Destroy interview documentation (notes, test scores, question lists, etc.) after 2 years per 29 CFR 1602.14 (1992). d) Destroy in office records concerning individuals not hired 3 years after date of receipt, if no charge of discrimination has been filed. If charge has been filed, destroy in office 1 year after resolution of charge.*	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-4: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.	CAFETERIA PLAN (FLEXIBLE SPENDING) RECORDS	a) Destroy in office administrative records after all audits plus 3 years. b) Destroy yearly enrollment records after 1 year. c) Destroy claim records and receipts after all audits plus 3 years.	
7.	COBRA RECORDS (CONSOLIDATED OMNIBUS BUDGET RECONCILIATION ACT)	Destroy in office 3 years from date eligibility ended.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
8.	COMPREHENSIVE EMPLOYMENT AND TRAINING ACT (CETA) RECORDS	Destroy in office 5 years from the date of enrollment.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records. Per 20 CFR 676.35(b) and 29 CFR 30.8(e).
9.	CORRESPONDENCE/MEMORANDA (PERSONNEL)	Destroy in office after 3 years.	
10.	DEFERRED COMPENSATION FILE	Destroy in office when reference value ends.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-4: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
11.	DISABILITY SALARY CONTINUATION CLAIMS	a) Transfer original forms to Local Government Retirement System for action when received. b) Destroy in office reference copies after 1 year.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
12.	DISCIPLINARY FILE Correspondence and other records concerning disciplinary action taken against employees.	a) Transfer disciplinary records relating to individual's non-selection, performance evaluation, suspension, disciplinary actions, and termination of employment to PERSONNEL JACKET (OFFICIAL COPY) item 46, page 27. b) Destroy remaining records in office when administrative value ends.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
13.	DRUG AND ALCOHOL PROGRAMS FILE	a) Destroy positive test results in office after 5 years. b) Destroy negative test results in office after 1 year. c) Destroy collection logbooks and training records in office after 2 years. d) Destroy equipment calibration, evaluations and annual summaries in office after 5 years.	47 CFR 382.401D Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
14.	DUAL EMPLOYMENT FILE	Destroy in office approved requests and related 1 year after employee terminates outside employment. Destroy in office disapproved requests and related records after 6 months. Destroy in office remaining records when reference value ends.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-4: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
15.	EDUCATIONAL LEAVE AND REIMBURSEMENT FILE	a) Destroy in office records concerning approved requests when released from all audits. b) Destroy in office records concerning disapproved requests 6 months after disapproval.	Comply with applicable provisions of 20 USC 1232g regarding the confidentiality of student records.
16.	EMPLOYEE CERTIFICATION AND QUALIFICATION RECORDS Records concerning certification or qualification as required for employment, continued employment, or promotion.	Destroy in office when superseded or obsolete.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
17.	EMPLOYEE DIRECTORIES, ROSTERS OR INDEXES Includes records listing employees, their job titles, work locations, phone numbers, e-mail address, and similar information.	Destroy in office when superseded or obsolete.	
18.	EMPLOYEE BENEFITS REGISTER	Destroy in office after 3 years.	
19.	EMPLOYEE EDUCATIONAL ASSISTANCE PROGRAM RECORDS Includes records requesting tuition assistance, repayments, and other related records.	Destroy in office 3 years after completion, denial, repayment, and removal from program or until audited, whichever is later.	
20.	EMPLOYEE ELIGIBILITY RECORDS Includes the United States Immigration and Naturalization Services, Employment Eligibility Verification I-9) forms.	a) Destroy certificates, I-9 forms, statements, etc. in office 3 years after individual was hired or 1 year from date of separation, whichever is longer. b) Destroy registers in office after 2 years.	8 CFR 274a.2 (1993) 8 USA 1324a
21.	EMPLOYEE EXIT INTERVIEW RECORDS	Destroy in office when administrative value ends or 3 years, whichever occurs first.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-4: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
22.	EMPLOYEE HEALTH CERTIFICATES Includes health or physical examination reports or certificates created to aid in the selection, promotion, or transfer of the applicants or employees.	Destroy in office after 2 years.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records. 29 CFR 1602.31
23.	EMPLOYEE MEDICAL RECORDS Records concerning asbestos, toxic substances, and blood-borne pathogen exposure, medical examinations required by state or federal law, and records of injury or illness. (Does not include Worker's Compensation or health insurance claim records.) Retention Note: Records must be maintained separately from an employee's personnel jacket.	a) Destroy exposure records 40 years from date of exposure or 30 years from date of separation, whichever occurs later.* b) Destroy remaining records in office after 5 years.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records. 29 CFR 1904.6 & 1910.
24.	EMPLOYEE PENSION AND BENEFITS PLANS Includes plans and related records outlining the terms of employee pension plans; life, health, and disability insurance, seniority and merit systems; and deferred compensation plans, including amendments.	Destroy in office 1 year after plan is terminated.	29 CFR 1627.3(b)(2). Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
25.	EMPLOYEE PENSION AND BENEFIT PLAN ENROLLMENT FORMS Forms providing personal identifying data, beneficiary information, option selection, and similar information.	a) Destroy in office 30 years from date of separation pension and deferred compensation enrollment records. b) Destroy life, health, and disability insurance enrollment records 4 years after termination of coverage.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-4: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
26.	EMPLOYEE SUGGESTIONS	Destroy in office when administrative value ends.	
27.	EMPLOYEE TRAINING AND EDUCATIONAL RECORDS Includes employee-specific records (certificates, transcripts, test scores, etc.) and non-employee-specific records (training manuals and aids, syllabi, course outlines, attendance rosters, etc.) relating to the training, testing, or continuing education of employees.	a) Destroy non-employee-specific records when superseded or obsolete, but within 5 years. b) Transfer original employee-specific records to Personnel Office for review and disposal.	
28.	EMPLOYMENT LISTINGS, ADVERTISEMENTS AND ANNOUNCEMENTS	Destroy in office after 2 years.	29 CFR 1602.31.
29.	EQUAL EMPLOYMENT OPPORTUNITY (EEO) COMPLIANCE CASE RECORDS	Destroy in office after 3 years.	
30.	EQUAL EMPLOYMENT OPPORTUNITY (EEO) DISCRIMINATION COMPLAINT CASE RECORDS Records concerning discrimination complaints received and resolved by the county.	Destroy in office 3 years after resolution of case.*	29 CFR 1613.222 (1992).
31.	EQUAL EMPLOYMENT OPPORTUNITY (EEO) REPORTS Includes EEO-1, EEO-4, EEO-5, and EEO-6 reports filed with the Equal Employment Opportunity Commission (EEOC) in accordance with the provision of Title VII and the Americans with Disabilities Act (ADA).	Destroy in office after 3 years.	29 CFR 1602 (1992).
32.	EQUAL PAY RECORDS Includes reports, studies, aggregated or summarized data, and similar documentation compiled to comply with the Equal Pay Act.	Destroy in office after 2 years.	29 CFR 1620.32.

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-4: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
33.	FAMILY MEDICAL LEAVE ACT (FMLA) RECORDS Records concerning leave taken, premium payments, employer notice, disputes with employees over FMLA and other related records.	Destroy in office after all audits plus 3 years.*	Comply with applicable provisions of G.S. §153A-98 and §160A-168; N.C. Administrative Code, Title 25, Section 1E.1411; and G.S. §132-1.1 regarding confidentiality of personnel records.
34.	FRINGE BENEFITS FILE	Destroy in office when reference value ends.	
35.	GRIEVANCE FILE Includes initial complaint, investigations, actions, summary, and disposition. Disciplinary correspondence may also be included.	Destroy in office 3 years after resolution.* See Also DISCIPLINARY FILE item 12, page 21.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
36.	HAZARDOUS MATERIALS TRAINING RECORDS Includes records showing date of training, sessions, contents or summaries of sessions, names of employees attending, and names and qualifications of instructors.	Destroy in office after 5 years.	
37.	HEALTH INSURANCE FILE Completed claim forms and other records concerning employees covered by health plans.	Destroy in office after 2 years.*	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
38.	INCREMENTS FILE	Destroy in office when released from all audits.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-4: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
39.	INTERNSHIP PROGRAM FILE	Destroy in office after 3 years.	Comply with applicable provisions of 20 USCA 1232g regarding confidentiality of student records.
40.	JOB EVALUATION DESCRIPTION FILE	Destroy in office when administrative value ends.	
41.	LEAVE FILE Records documenting employee leave including requests for and approval of sick, vacation, overtime, buy-back, shared, etc.	Destroy in office after 5 years.*	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
42.	LEAVE WITHOUT PAY FILE	Destroy in office 5 years after return of employee or termination of employment.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
43.	LONGEVITY PAY REQUESTS	Destroy in office when released from all audits.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
44.	MERIT FILE	Destroy in office after 2 years.*	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-4: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
45.	MILITARY LEAVE FILE	Destroy in office after 5 years.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
46.	PERSONNEL JACKET (OFFICIAL COPY) Official copy of personnel file maintained on each agency employee. File includes personnel action forms and records relating to the selection or non-selection, promotion, transfer, leave, salary, suspension, and termination of employment.	Destroy in office 30 years from date of separation. See also EMPLOYEE MEDICAL RECORDS item 23, page 23.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
47.	PERSONNEL RECORDS (REFERENCE COPY) Duplicate copy of official personnel jacket that is often maintained below the department level.	Transfer to Personnel Office for review and disposal following separation.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
48.	POLICIES AND PROCEDURES (PERSONNEL)	a) Retain official copy of internal agency personnel policies permanently. b) Destroy reference copies and external policy procedures when superseded or obsolete.	
49.	POSITION CLASSIFICATION– POSITION HISTORY FILE	Retain in office permanently.	
50.	POSITION DESCRIPTION RECORDS Includes information on job title, grade, duties, agency assigned, duties and responsibilities.	Destroy in office when superseded or obsolete.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-4: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
51.	POSITION REQUISITION AND ANALYSIS RECORDS Records used to fill vacant positions and request new positions.	Destroy in office when administrative value ends.	
52.	POSITION CONTROL CARDS	Destroy in office when reference value ends.	
53.	SALARY SURVEY RECORDS	Destroy in office when administrative value ends.	
54.	SERVICE AWARDS FILE	Destroy in office 5 years from date of award.	
55.	TEMPORARY EMPLOYEE RECORDS Records concerning temporary employees who were not provided, or eligible to receive benefits. Does not include personnel records created for specific federal programs.	Destroy in office 1 year from date of separation.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
56.	UNEMPLOYMENT COMPENSATION CLAIMS Claim form and other related records concerning unemployment compensation cases.	Destroy in office after 3 years.*	Comply with applicable provisions of G.S. §153A-98 and §132-1.1 regarding confidentiality of personnel records.
57.	UNEMPLOYMENT COMPENSATION REPORTS Quarterly reports showing month-to-date wages, month-to-date compensation, year-to-date wages, and year-to-date compensation for each employee. May be filed with Employment Security Commission.	Destroy in office after 3 years.*	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-4: PERSONNEL RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
58.	UNEMPLOYMENT INSURANCE FILE	Transfer original records to the Department of Commerce, Unemployment Insurance Division, when received. Destroy in office remaining records after 2 years.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
59.	VOLUNTEER RECORDS Records concerning individuals who volunteered to assist with various agency activities and/or serve on boards.	Destroy in office 3 years from date of last inquiry or entry.	
60.	WORK PLANNING AND PERFORMANCE REVIEW FILE	Destroy in office after 3 years.	Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.
61.	WORKERS' COMPENSATION PROGRAM (ADMINISTRATIVE) FILE	a) Transfer original to the County Personnel Office. b) Destroy in office reference copy when administrative value ends.	
62.	WORKERS' COMPENSATION PROGRAM CLAIMS FILE Records concerning workers' compensation claims filed by employees' supervisors concerning accidental injuries or illnesses suffered on the job. File includes Employer's Report of Injury to Employee (Form 19), accident investigation reports, medical reports, reference copies of medical invoices, and other related records. File also includes reference copies. (Records concerning claims filed for injuries that occurred prior to July 5, 1994 are considered permanent records in compliance with <i>Hylar v. GTE Prods. Co.</i> , 333 N. C. 258 S.E.2d 698 (1993).)	Retain in office permanently records concerning claims filed for injuries that occurred prior to July 5, 1994. Transfer official copy of claim records to the Industrial Commission in compliance with G.S. §97-92(a), and in accordance with county personnel office. Retain in office permanently records concerning claims filed for injuries that occurred on or after July 5, 1994, for which the Industrial Commission form "Employee's Claim for Additional Medical Compensation Pursuant to N.C. Gen. Stat. §97-25.1" (Form 18M) has been filed. Destroy remaining records in office 5 years after closing, in accordance with G.S. §97-24(c), if no litigation, claim, audit, or other official action involving the records has been initiated.*	Portions of file may be considered confidential in accordance with G.S. §8-53, and §97-92(b). Comply with applicable provisions of G.S. §153A-98 and §160A-168 regarding confidentiality of personnel records.

*Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.

STANDARD-5. PROGRAM OPERATIONAL RECORDS. Records received and created by county veterans services offices necessary to meet all statutory requirements.

Comply with applicable provisions of CFR Title 38 Pensions, Bonuses, and Veterans' Relief and G.S. § 165-11.1 regarding access, security and confidentiality of records.

ITEM #	STANDARD-1: PROGRAM OPERATION RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
1.	BENEFITS APPLICATION AND ELIGIBILITY RECORDS Copies of completed benefit forms and related records documenting veterans and their dependents, heirs and beneficiary's eligibility and application to receive general, readjustment and related benefits.	Destroy in office 5 years after resolution or when the veteran and any other claimants are deceased, whichever occurs first.	
2.	BENEFITS DELIVERY NETWORK Also know as TARGET or VA BDN, this claims database is maintained by the U.S. Department of Veterans Affairs and is used for inquiry purposes only.	Destroy printouts generated from the database when obsolete, superseded or administrative value ends.	
3.	BENEFITS INFORMATIONAL AND PROMOTIONAL RECORDS Includes instructions, handbooks, manuals, booklets, pamphlets, Federal Register excerpts, regulations, and copies of legislation used to inform veterans and their families about the existence or availability of benefits.	Destroy when obsolete, superseded or administrative value ends, whichever occurs first.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

4.	CASE MANAGEMENT RECORDS Records documenting activities and services performed for veterans and their dependents, heirs and beneficiaries. Includes interview worksheets, biographical and service information, fact sheets, copies of marriage, birth, and death certificates, correspondence, income and residence verification, witness statements, appeals, and similar records documenting all communications and assistance rendered.	Destroy in office when administrative value ends or when the veteran and any other claimants are deceased, whichever occurs first.	
5.	CONTACT AND INQUIRY RECORDS Records used to assign, track and retrieve information for claimants seeking veterans' benefits. Includes index cards, electronic databases, and informational records documenting veteran's name and actions performed.	Destroy when obsolete, superseded or administrative value ends, whichever occurs first.	
6.	GRAVE REGISTRATION RECORDS Includes index or similar record of all veterans buried in the county. May include name, serial number and branch of service, and burial location.	Retain in office permanently.	
7.	HEALTH AND MEDICAL RECORDS Copies of private, state, and federal government medical and mental health records pertaining to a veteran or other claimant. Includes military service medical records generated during active duty.	Destroy in office when administrative value ends or when the veteran and any other claimants are deceased, whichever occurs first.	Comply with applicable provision of G.S. 132.6 regarding the confidentiality of medical records.
8.	HOME LOAN RECORDS Includes copies of completed benefit forms and similar records documenting eligibility and application to receive benefits.	Destroy in office when administrative value ends or when the veteran and any other claimants are deceased, whichever occurs first.	
9.	LIFE INSURANCE RECORDS Includes copies of completed benefit forms and similar records documenting eligibility and application to receive benefits.	Destroy in office when administrative value ends or when the veteran and any other claimants are deceased, whichever occurs first.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

10.	MILITARY SERVICE AND DISCHARGE RECORDS Copies of reports of discharge, separation papers, certificates of lost discharge (DD-214, dd-215, etc.) and service records (201 file) officially issued by a branch of the armed forces.	Destroy in office when administrative value ends or when the veteran and any other claimants are deceased, whichever occurs first.	
11.	SERVICE ORGANIZATION RECORDS Copies of applications and eligibility records submitted to a veteran's service organization such as the VFW, DAV, or American Legion.	Destroy in office when administrative value ends or when the veteran and any other claimants are deceased, whichever occurs first.	
12.	SURVIVOR AND DEPENDENT RECORDS Includes copies of completed benefit forms and similar records documenting eligibility and application to receive benefits.	Destroy in office when administrative value ends or when the veteran and any other claimants are deceased, whichever occurs first.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

STANDARD-6. PUBLIC RELATIONS RECORDS

Official records and materials created and accumulated by internal public information programs operated by the agency.

<i>ITEM #</i>	<i>STANDARD-5: PUBLIC RELATIONS RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
1.	ADVERTISEMENTS Includes advertisements of special events and services concerning the agency which appear in newspapers, journals, newsletters etc.	a) Destroy the advertisements in office 3 years after expiration.* b) Destroy in office billing information and other fiscal records when released from all audits. c) Retain records with historical value permanently. d) Destroy remaining records in office when reference value ends, but within 5 years.	
2.	AGENCY PUBLICATIONS	a) Retain 1 copy permanently. b) Destroy remaining copies in office when administrative value ends.	G.S. §125-11.8
3.	AUDIO TAPES (PUBLIC RELATIONS)	a) Retain records with historical value permanently. b) Destroy remaining records in office when administrative value ends.	
4.	BIOGRAPHICAL DATA	a) Retain records with historical value permanently. b) Destroy in office remaining records when reference value ends.	
5.	CORRESPONDENCE/MEMORANDA (PUBLIC RELATIONS)	Destroy in office after 3 years.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

ITEM #	STANDARD-5: PUBLIC RELATIONS RECORDS		
	RECORD SERIES TITLE	DISPOSITION INSTRUCTIONS	CITATION
6.	FILMS FILE	a) Retain records with historical value permanently. b) Destroy in office remaining films when administrative value ends.	
7.	HOMEPAGE (ELECTRONIC) FILE Electronic records concerning the administration and maintenance of the agency's Web site. (Electronic files may be maintained by a network administrator or information systems office.)	a) Retain records with historical value permanently. Can be maintained in electronic or paper form. b) Erase/destroy in office when superseded or obsolete.	
8.	NEWS CLIPPINGS	a) Retain records with historical value permanently. b) Destroy in office remaining items when reference value ends.	
9.	NEWS AND PRESS RELEASES	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	
10.	PHOTOGRAPHS	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	
11.	PUBLIC RELATIONS FILE Records concerning overall public relations of county administrative offices. File includes procedures, correspondence, and other related records.	Destroy in office after 5 years.	
12.	SLIDES	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

<i>ITEM #</i>	<i>STANDARD-5: PUBLIC RELATIONS RECORDS</i>		
	<i>RECORD SERIES TITLE</i>	<i>DISPOSITION INSTRUCTIONS</i>	<i>CITATION</i>
13.	SPEECHES	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	
14.	VIDEO TAPES (PUBLIC RELATIONS)	a) Retain records with historical value permanently. b) Destroy in office remaining items when administrative value ends.	
15.	VISUAL AIDS	Destroy in office when administrative value ends.	

**Records may be disposed of following minimum retention period only if released from audits or other official action (excluding litigation). If applicable, see LITIGATION CASE RECORDS item 11, page 17.*

**North Carolina Department of Cultural Resources
Division of Historical Resources
Government Records Branch**

REQUEST FOR CHANGE IN RECORDS SCHEDULE

TO Assistant Records Administrator
N.C. Division of Historical Resources
Government Records Branch
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM Name _____
County _____
Agency or department _____

INSTRUCTIONS

Use this form to request a change in the records retention and disposition schedule governing the records of your agency. Submit the signed original, and keep a copy for your file. A proposed amendment will be prepared and submitted to the appropriate state and local officials for their approval and signature. Copies of the signed amendment will be sent to you for insertion in your copy of the schedule.

CHANGE REQUESTED

_____ Add a new item					
_____ Delete an existing item	Standard Number _____	Page _____	Item Number _____		
_____ Change an retention period	Standard Number _____	Page _____	Item Number _____		

TITLE OF RECORDS SERIES IN SCHEDULE OR PROPOSED TITLE

INCLUSIVE DATES OF RECORDS _____ **VOLUME OF RECORDS IN LINEAR INCHES** _____

DESCRIPTION OF RECORDS

PROPOSED RETENTION PERIOD

Requested by: _____, _____, _____
Signature Title Date

**North Carolina Department of Cultural Resources
Division of Historical Resources
Government Records Branch**

REQUEST FOR DISPOSAL OF UNSCHEDULED RECORDS

TO Assistant Records Administrator
N.C. Division of Historical Resources
Government Records Branch
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM Name _____
County _____
Agency or department _____
Phone number _____

In accordance with the provisions of G.S. 121 and 132, approval is requested for the destruction of records listed below. These records have no further use or value for official or administrative purposes.

RECORDS TITLE	DESCRIPTION	INCLUSIVE DATES	QUANTITY	MICROFILMED? (YES OR NO)	RETENTION PERIOD

Requested by: _____, _____, _____
Signature Title Date

Approved by: _____, _____, _____
Signature Mayor/Head of Governing Board Date

Concurred by: _____, _____, _____
(except as indicated) Signature Assistant Records Administrator Date
NC Division of Historical Resources

**North Carolina Department of Cultural Resources
Division of Historical Resources
Government Records Branch**

REQUEST FOR DISPOSAL OF ORIGINAL RECORDS DUPLICATED BY ELECTRONIC MEANS

TO Assistant Records Administrator
N.C. Division of Historical Resources
Government Records Branch
4615 Mail Service Center
Raleigh, NC 27699-4615

FROM Name _____
County _____
Agency or department _____
Phone number _____

Use this form to request an amendment to your programs schedule from the Department of Cultural Resources to dispose of paper records you have scanned, entered into databases, or otherwise duplicated through digital imaging or other conversion to computer or digital environments. This form does not apply to records which have been microfilmed or photocopied. In addition, this form does not apply to records with a permanent retention or that are to be transferred to the State Archives. Records with a permanent retention or which will come to the State Archives must have a paper or microfilm copy.

A completed copy of the "[Electronic Records Production Control Self-Warranty](#)" form **must** be attached. It can be found in the [North Carolina Guidelines for Managing Public Records Produced by Information Technology Systems](#).

RECORDS TITLE	DESCRIPTION	INCLUSIVE DATES	QUANTITY	MICROFILMED? (YES OR NO)	RETENTION PERIOD

Requested by: _____, _____, _____
Signature Title Date

Approved by: _____, _____, _____
Signature Mayor/Head of Governing Board Date

Concurred by: _____, _____, _____
(except as indicated) Signature Assistant Records Administrator Date
NC Division of Historical Resources

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